Frequently Asked Questions – Web Time Entry Users

1. **What if I have more than one supervisor?**
   If an employee has more than one supervisor, one supervisor will be designated as the Primary Approver and will need to assign the other supervisor as a Proxy. Both will then have access to the timesheet.

2. **How will approvers know when to approve timesheets?**
   Timesheets can be approved as soon as they have been submitted by the employee. All timesheets must be approved on or before the end of the pay period. It is also helpful for the employee to notify the approver that a timesheet has been